



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: October 26, 2016

Place: CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

**Present:** Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, David Moore and John Earl

**Absent:** Scott Beard and Renee Greenland

**Unexcused Absence:** None

**Staff Present:** Craig Gaetzke, Kari Labansky and Chris Utleigh

**Guests Present:** None

### Opening

1. Charlie Krupa called the meeting to order. Roll call was taken with 13 members present. After the Pledge of Allegiance, Charlie Krupa asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by Donna Maly to adopt the October 26, 2016 meeting agenda. Seconded by David Moore. Passed unanimously.  
**MOTION CARRIED.**

Motion was made by John Wenum to adopt the August 24, 2016 meeting minutes. Seconded by Bob McClyman. Passed unanimously.  
**MOTION CARRIED.**

2. **President's Comments**

None

3. **Executive Director's Report**

Fred expressed gratitude to staff and board members for their dedication to the agency. The state of the agency is good due in part to the Cost Reduction Program implemented last year; cash flow is good and is always being monitored. Groundbreaking for The John Wenum Family Apartments took place in October. The Bank of Mauston donated two lots to us in the City of Mauston; the Village of Necedah will be donating three lots to us for construction of more senior housing. To raise money for a

new Book Program here at the agency, we are raffling off a \$100 gift card donated by Maurices; everyone is welcome to participate. Food Pantry Volunteer recognition will take place today.

Fred introduced Bob Koller, retired Executive Director of NEWCAP, who presented our 2016 Needs Assessment Survey Results. This report is required to be completed once every three years with questionnaires being sent to area food pantry users, service providers, and a random sample of residential households from the Energy Assistance users in our five county service area. Needs for low-income people identified by area service provider respondents included: Public Transportation, Transitional Housing for Homelessness, Affordable Housing, and Dental Care. Needs identified by client respondents included: Affordable Health Care, Stable Transportation in lieu of the lack of public transportation, and help with Housing Costs including the payment of utilities. Of the 425 client respondents, nearly two-thirds had heard of CWCAC. Of the 271 who answered the question about receiving services from CWCAC in the past, 59% said they had. Community Action Agencies, like CWCAC, have not eliminated poverty, or near poverty in their 50 year of existence, but they have lessened the impact that insufficient income can have on community families with the services they do provide. The biggest revealed problem is low-income people do not have an adequate amount of income to meet basic living requirements. CWCAC, Inc. will want to be at the table for discussions of how incomes can be increased to work towards solving this problem.

4. Budget & Finance Report

Kari Labansky presented the Budget & Finance Report. The cash balance as of September 30, 2016 reflected a total of \$673,131.73. WIPFLI has been our auditor for many years, however every five years we are recommended to send out Requests for Proposals (RFP's) for our audit services. Our last one was done in 2011, so RFP's will be going out again this year.

Motion was made by Dave Repinski to adopt the October 26, 2016 Budget & Finance Report. Seconded by Stacy Ewert Moore. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

Charlie Krupa asked board members to review the PBP Committee report of September 9, 2016. Dave Singer called the meeting to order. WHEAP Case Manager, Bonnie Stillson-Mullikin, presented information about the Juneau County Energy Assistance Program. Ed presented Bonnie with her 10 Year Service Award. Roll call was taken with five

members present. Motion passed by unanimous vote approving the agenda and minutes of the July 8, 2016 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Progress Report with detailed information. Motion made by John Wenum to accept the Buildings Maintenance & Repairs Report as presented. Seconded by Scott Beard. Passed by unanimous vote. Ed mentioned the new renter at our Portage building, BonBon & Bordeaux. We are waiting to hear results from the State of Wisconsin, Division of Housing regarding The John Wenum Family Apartments grant request. A small ribbon-cutting will be held on October 14<sup>th</sup> in Mauston after the EPF&A Committee meeting to thank the Bank of Mauston for their generous donation of two city lots to our agency. Adams County United Way Donation forms were distributed. The next meeting will be held on Friday, November 11, 2016.

Motion was made by Stacy Ewert to accept the PBP Committee Report of September 9, 2016. Seconded by John Atkinson. Passed unanimously. **MOTION CARRIED.**

b. **EPF&A Committee**

Charlie Krupa asked board members to review the EPF&A Committee report of October 14, 2016. Charlie Krupa called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the August 12, 2016 EPF&A Committee meeting. Rose Merrett will be helping in other areas of the agency periodically; Susan Mischock will be assisting with Reception on an as-needed basis. Kari Labansky presented the Finance Report. The 2017 Budget will be presented at the November EPF&A meeting. Grant approval was received from the State of Wisconsin Division of Housing for The John Wenum Family Apartments project in the City of Mauston. The Village of Necedah has three lots to donate to CWCAC for our next senior housing project. The Necedah Housing Survey went out the first week of October. Committee members expressed positive comments regarding the 50<sup>th</sup> Anniversary Celebration of CWCAC. Committee members approved the Whistleblower Policy, including submission for full board approval, by unanimous vote. Committee members approved the Plan of Succession, including submission for full board approval, by unanimous vote. Dave Singer agreed to head an Ad Hoc Committee for the 2016 Executive Director Performance Evaluation and Compensation. Committee members will be Muriel Harper, Charlie Krupa, Donna Maly, Dave Repinski, and John Earl. Committee members will travel to Mauston to celebrate the Deed Transfer from the Bank of Mauston and Groundbreaking Ceremony for The John Wenum Family Apartments. The next meeting will be held on Friday, November 11, 2016.

Motion was made by Donna Maly to accept the EPF&A Committee Reports of October 14, 2016. Seconded by Dave Repinski. Passed unanimously. **MOTION CARRIED.**

6. Program Reports
  - a. Weatherization
  - b. Homeless
  - c. Hunger Reduction

Chris Utley presented the Weatherization Program Report. Our new Weatherization contract began on July 1, 2016. Total clients served were 70 including 75 audits done and a service goal of 393. To date 55 freezers/refrigerators, 28 furnaces, and 24 water heaters were installed. We started work on a contract with the Western Dairyland Weatherization Program with our staff electrician providing valuable electrical services; we may be offering these services to the Southwest Community Action Agency. Ed Legge, reporter for the Wisconsin Dells Events, is working on an article about our Weatherization services. Craig Gaetzke presented the Homeless Unit Program Report. We have served 171 households including 420 individuals through September. Total cost of all services was \$179,704 and number of rental assistance payments was 410. Total amount of the 2016 National Exchange Bank Grant spent through the Homeless Unit was \$20,904. Lisa Williams presented the Hunger Reduction Program Report. Through September our 16 food pantries have served 4,173 households and \$10,305 individuals including 241,824 pounds of non-USDA commodities. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, and Washburn, as well as the City of Eau Claire. We have 621 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. The average per unit cost paid directly to the landlord and/or utility company is \$342. We also have 61 veterans' vouchers through our VASH voucher program.

Motion was made by John Wenum to accept the Weatherization, Homeless, and Hunger Reduction reports of October 26, 2016. Seconded by Muriel Harper. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by Bob McClyman to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the 2016 Need Assessment Survey Results as presented." Seconded by Joy Casperson. Passed by unanimous vote. MOTION CARRIED.

Motion was made by Dave Repinski to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action

Council, Inc. approves submission of the 2017 Community Services Block Grant Application recognizing CSBG dollars as base and core sources of funding with continued use of those funds to develop and strengthen programs that assist local communities in their pursuits to combat and reduce poverty." Seconded by David Moore. Passed unanimously.

**MOTION CARRIED.**

Motion was made by Donna Maly to approve the motion which reads, "The Board of Director's of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit (EPF&A) Committee recommendation of approving and implementing the Whistleblower Policy." Seconded by Stacy Ewert. Passed unanimously.

**MOTION CARRIED.**

Motion was made by David Moore to approve the motion which reads, "The Board of Director's of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit (EPF&A) Committee recommendation of approving and implementing the Plan of Succession for the Executive Director." Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

John Earl thanked the Food Pantry Volunteers for all their hard work and distributed recognition awards. Food Pantry Coordinators expressed their appreciation for the volunteers and all they do. The Board of Directors expressed their sincerest gratitude to all volunteers with a round of applause.

9. **Next Meeting**

Wednesday, December 14, 2016 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

**Signed by:**

  
Fred Hebert, Executive Director

October 28, 2016  
Date